

**Town of Liberty Rules for Town Hall Rental**

- 1) You must be a Town of Liberty resident to rent the Town Hall. No third-party rentals (resident must be present).
- 2) Reservations may be made up to 1 year in advance.
- 3) Reserve the date with the Town Clerk. You will get a list of rules to be signed. Please return bottom section with payment prior to the Town Hall rental date. (Rules are also posted in the Town Hall.)
- 4) The custodian will open the Town Hall the day of rental at the time indicated by resident.
- 5) Resident is responsible for condition of the Town Hall when finished; floor swept, floor mopped, spills wiped up, and tables and chairs put back in their original location.
- 6) No dancing, live music, or D.J.'s allowed.
- 7) No more than 110 persons allowed in the Town Hall.
- 8) Nothing for profit will be allowed.
- 9) No smoking in the building.
- 10) No Town Hall furniture may be taken outside.
- 11) All garbage must be taken with you, including bags in containers in kitchen, bathrooms, hallway, and nothing left outside or burned. Do not leave dirty diapers in bathrooms.
- 12) Building and grounds must be vacated by 10:00 p.m.
- 13) Resident renting the Town Hall is liable for any damage - broken or damaged articles must be paid for.
- 14) No sitting on tables.
- 15) No decorations are to be mounted on the ceiling.
- 16) Town of Liberty not liable for injury or accident.
- 17) Resident renting the Town Hall is in charge of responsible drinking.
- 18) Resident renting the Town Hall will be responsible for all guests practicing proper social distancing and maintain 6 feet of distance whenever possible.
- 19) Per CDC recommendation, wear a face covering if you are able.
- 20) Practice proper handwashing. Wash your hands with soap and water for at least 20 seconds.
- 21) Regularly clean and disinfect frequently touched surfaces.
- 22) Stay home if you are feeling sick.
- 23) Sanitizer must be provided by Resident renting the Town Hall for all of their guests.
- 24) The Town of Liberty will not be held accountable or responsible for any illness that may trace back to the event that was held at the Town Hall.
- 25) Fee for use is \$50 plus \$50 deposit (2 separate checks please). Deposit will be returned after the Board inspects the Town Hall to ensure compliance with stated clean up rules. Your deposit fee may be retained if the Town Hall is not cleaned properly.
- 26) Failure to comply with these rules will result in refusal for permission to use the Town Hall again.  
**\*\*Please be advised there is no LAN line telephone service at this facility\*\***

Contact numbers:

Julia DeGroot, Town of Liberty Clerk (reserves Town Hall for Rental) 427-0071  
 Mike Krause, Town Hall Custodian (opens/closes Town Hall) 268-8534  
 Scott Retzlaff, Town of Liberty Chairman 475-5393

-----

Return bottom portion with: (1) \$50 check for rental & (1) \$50 deposit check.  
 Make checks payable to: **TOWN OF LIBERTY.**  
 Mail to: Julia DeGroot, Clerk, W9382 County Road S, New London, WI 54961.

***I have read the above rules and agree to abide by them. Failure to do so will result in loss of deposit.***

\_\_\_\_\_  
Resident Printed Name & Signature

\_\_\_\_\_  
Resident Address

Resident Phone#: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Time to open Hall (normally 9:00 a.m.) \_\_\_\_\_ Time to close Hall (by 10:00 p.m.) \_\_\_\_\_